



DEADLINE NOVEMBER 20 2014

SELECTION PROCEDURE TO COVER 4 POSITIONS FOR ASSOCIATE PROFESSOR, in accordance with art. 18, paragraph 1 of the Italian law 240/2010 AT POLITECNICO DI TORINO

Decree n. 558 of October 8 2014

THE RECTOR

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**Art. 1
Selection procedures**

Selection procedures are held to cover the positions of *Associate professor* in the following Departments and Fields:

Place of work: Department of Mechanical and Aerospace Engineering – (DIMEAS)

Field	Code:	Number of positions
09/A1 Aeronautical and Aerospace Engineering and Naval Architecture	49/14/PS	1

Field	Scientific Field	Code:	Number of positions
09/G2 Bioengineering	ING-IND/34 Industrial Bioengineering	50/14/PS	2

Place of work: Department of Electronics and Telecommunications – (DET)

Field	Scientific Field	Code:	Number of positions
09/G2 Bioengineering	ING-INF/06 Electronic and Informatics Bioengineering	51/14/PS	1

**Art. n. 2
Description of the contents of the concerned Field (*Settore Concorsuale*)**

As for the description of the contents of the concerned Field, please refer to the Italian Ministry Decree n. 159 of September 12 2012 - <http://attiministeriali.miur.it/anno-2012/giugno/dm-12062012.aspx> - published in the ordinary supplement of the Italian *Gazzetta Ufficiale* (Official National Gazette) n. 137 of June 14 2012 – *Serie Generale*.



**Art. 3
Admission requirements**

Only the applicants meeting the following requirements are eligible to participate in the selection:

- a) Scholars who hold the Italian scientific qualification in accordance with the article n.16 of the Italian law. 240/2010 for the Field or for one of the Fields included in the same macro-sector, related to the level and the functions covered by the procedure, or for the functions as Permanent professor provided that they must not hold such functions;
- b) Applicants who, in accordance with the Italian law n. 210/1998, obtained the required qualification for the corresponding level for which the notice of competition is published, which is limited to the period of its duration.
- c) Professors who, on the date from which the Italian law n. 240/2010 is put into effect, were already in service in other Universities, with a level which corresponds to the level for which the notice of competition is published.
- d) Scholars who are permanently developing research or teaching activities at university level abroad, in an position which is equal compared to the position which is object of the notice of competition; such positions are included in "Correspondence tables", updated each three years, defined by the Ministry of Education and Research by the Decree n. 236 of May 2 2011.

The applicants who will not meet the above mentioned requirements will be excluded from the selection procedure.

The applicants who cannot be eligible to the participate in the selection are:

- Those who are excluded from civil and political rights (for Italian applicants in Italy, for foreign applicants, in their own country).
- Those who have been destituted or relieved from their role in a Public Administration office or those who have been declared destituted from another Public Administration office in accordance to the Italian law article n. 127, letter d), of the law "Testo unico" approved by a decree of the President of the Italian Republic of January 10 1957, n. 3, or those who have been dismissed from their post in a Public Administration office in the two years with or without notice before the application deadline;
- Those applicants who have a kinship or affinity degree, included the fourth degree, with a Professor belonging to the Department which proposes the name of the professor or with the Rector, General Director or a member of the Board of Governors of the Politecnico di Torino; if this case occurs after the procedure deadline, these applicants must communicate it and at the same time withdraw from the selection officially.

Applicants commit themselves in developing their own teaching activity, in the Field concerned by this notice of competition, as well as in disciplines not included in the concerned Field, for which it emerges the competence of the applicant, after an objective analysis of the Cv.

In order to be eligible in the selection the above mentioned requirements and the commitments taken on by the applicants must be possessed within the deadline of submission the of the application.



This Institution guarantees equality and equal opportunities in accessing job posts and job treatment between male and female participants.

Art. 4

Application for the selection procedure

The applications must be submitted by Thursday November 20 2014 3.pm (Italian hour), by only using the online procedure available through the following website www.swas.polito.it/services/valdo/, otherwise they will be excluded from the selection.

The participation application must include:

- **The admission application** which has to be filled in in all its parts, according to the details included in the online procedure. In particular it must include:
- Complete personal data of the applicant;
 - The Department, the Field, the scientific Field where it is specified, the code of the selection in which the applicant intends to participate.
 - As for the selection procedure, which includes positions within the same Field (or Scientific Field when specified) ascribed to more than one Department, applicants must previously list, in order of preference, the Departments for which they intend to apply and of which they intend to be part, if they are nominated.
 - The domicile post address and the e-mail address of the applicant.
- **The Curriculum Vitae**, which must include the list of all the publications (section 1 of the Cv) and the list of the elements included in sections 2,3,4,5 of the CV, which will be filled in all parts, according to the word form accessible through the online procedure, (signed and dated), uploaded and sent in "pdf" format only through the special section.
- **The three main outcomes/results of the research activity, included in the section n. 1.1 of the CV** which must be uploaded and sent in pdf format only through the special section.
- **The publications included in the section 1.2 of the Cv**, which must be uploaded and sent in "pdf" format only through the special section. Applicants are allowed to submit a maximum number of 15 publications, in addition to those which can be submitted according to the previous point, otherwise they will be excluded from the selection.
- **The elements mentioned in sections 2-5 of the Cv, must be divided into the typologies included in these sections** and must be inserted as *dichiarazione sostitutiva di atto di notorietà* (document in which applicants declare that all what they stated is true) and uploaded and sent in "pdf" format only through the special section. These elements must be duly accompanied by support papers concerning period of time of reference, institution where the activity has been developed, description of the activity, etc..
- **La dichiarazione sostitutiva di atto di notorietà**, available through the online system which certifies:
 - The veracity of what the applicant has declared in his/her Cv;



DEADLINE NOVEMBER 20 2014

- Declaration of conformity of elements included in sections 2-5 of the Cv, of the three main outcomes of the research activity, of the publications and veracity of the inserted data.
- **The € 10,00 payment invoice which** must be uploaded and sent by the applicant through the special section accessible through the online procedure, otherwise he/she will be excluded from the selection.
 - Applicants are required to pay and deposit a Euro 10,00 fee on the Politecnico bank account **IBAN IT51N020080116000002551101** – *Agenzia Politecnico della Banca UNICREDIT S.p.A. Via D'Ovidio, n. 6 - 10129 TORINO - intestato al Politecnico di Torino – Amministrazione Centrale, Corso Duca degli Abruzzi, n. 24 – 10129 TORINO* - and to specify in the "causale" (reason for payment): "Contributo partecipazione selezione per professore universitario di II fascia, Settore Concorsuale, codice interno("Contributo partecipazione selezione per professore universitario di II fascia, Settore Concorsuale, codice interno.....")

Documents (2-5 sections of the Cv) and Publications

For all publications it is necessary to specify, if available, the DOI code.

If the applicant is author or co-author of a book or catalogue, these are considered as publications; if the applicant is author or co-author of single chapters of a book, each chapter is considered to be a publication.

If the publications have been produced/published abroad, date and place of publication, code ISBN or some other equivalent detail must clearly appear.

If the publications have been partly published Italy, such publications must meet the duties provided/in accordance with the article n.1 of the decree of August 31 1945, n. 660 and the Italian law n. 106 del 15.04.2004 on the basis of the rules D.P.R. del 3.05.2006 n. 252 published in the Gazzetta Ufficiale n. 191 of August 18 2006.

Such duties have to be met and certified by specific supporting documents, which attest that the publications have been delivered or which must be accompanied by the *dichiarazione sostitutiva di atto di notorietà*. Such documents must be submitted together with the publications.

The texts which have been accepted to be published must be accompanied by specific documents certifying that they can be published without further changes.

Internal documents (without DOI or ISBN code) or department reports are not considered as publications.

Applicants are not allowed to refer to documents, elements of sections 2-5 of the Cv and publications already submitted to the Politecnico di Torino for other notices of competition or comparative overall evaluations.

Publications, documents and certifications in English, French, German, Spanish or Portuguese can be issued in the origin language.

Publications, documents and certifications issued in other languages must be submitted in the origin language, translated into Italian, English, French, German, Spanish or Portuguese; the translation must be certified and in compliance to the foreign text.



DEADLINE NOVEMBER 20 2014

As far as certifications and *dichiarazioni sostitutive di atto di notorietà*, are concerned, please refer to the Presidential decree D.P.R. n. 445/2000, with particular reference to articles 3, 40-47.

If the degrees have been issued by Public Administration offices, please note that they can be only self-certified by the applicant, in accordance with the Italian law 183/2011 (Stability law), through *dichiarazione sostitutiva di atto di notorietà* available through the online procedure.

Our Institution may proceed with specific checks, even random sampling, on the veracity of the *dichiarazioni sostitutive di notorietà*.

Submission of the participation application

The participation application must be completed by sending *dichiarazione sostitutiva di atto di notorietà* and the admission application created in the "pdf" format and available on the online procedure, according to one of the following procedures:

- Through digital signature of the applicant, by using a specific software; in this specific case the application and the *dichiarazione sostitutiva di atto di notorietà* **must be signed and uploaded to be sent electronically through the "p7m" format available in the specific section through the online procedure, together with the format "p7m copy of a valid identity document.**
- By printing the application and the *dichiarazione sostitutiva di atto di notorietà*. **The signed documents must be scanned and converted in "pdf" format, uploaded and sent e through the special section available through the online procedure together with the pdf copy of a valid identity document.**

Cv, degrees publications and any other document which will be submitted not through the above mentioned procedure, **will not be considered for the selection procedure.**

Deadline, submission of application and related attached documents and application submission procedure

The online procedure in order to fill in and submit the application and the related attached documents will be available from the date in which the notice is published in the Gazzetta Ufficiale until Thursday November 20 2014 (**Italian hour**) **h 3 pm**, deadline of the notice of competition. Afterwards, the online procedure will not be available.

Change of domicile postal address or e-mail address after the submission of the application

All the communications must be sent only through e-mail to the e-mail address included in the participation application. Therefore, any change of domicile postal address or e-mail address inserted in the application must be promptly communicated to the *Overall Comparative Evaluations Office* by fax (011-090.5919) or certified e-mail to the following address politecnicoditorino@pec.polito.it. Our Institution does not take on any responsibilities for the spread of communications originated from a non correct indication of the domicile address by the applicant or if the change of the e-mail address inserted in the application is communicated late or not communicated at all or for possible misunderstanding which have not to be ascribed to our Institution.

Participation application in more than one selection

The applicants who intend to apply for more than one selection must use the online procedure for each selection.



Foreign applicants

Foreign applicants must apply according to the procedure and the deadline included in this article. In the application the applicant must include, if available, also the postal address in Italy. Any variation or change must be promptly communicated to the Comparative Evaluations Office by fax (011-090.5919) or certified e-mail to the address politecnicoditorino@pec.polito.it. In order to submitted documents..., publications, applicants must meet all the requirements included in this article.

Non-Eu foreign citizens, in order to submit documents and publications must meet the following duties: -in accordance with the article of the art. n. 3 of the Presidential Decree n. 445/2000 the Non-Eu foreign citizen with a regular residence permit in Italy can use the *dichiarazioni sostitutive di certificazioni* (art. 46 D.P.R. 445/2000) and *di notorietà* (art. 47 D.P.R. 445/2000), limited to the status, the personal qualities, to the elements and documents which can be certified by Italian public or private bodies, excluded special rules included in the laws and regulations concerning the Immigration and the Foreign individuals condition law.

Excluded the above mentioned cases, the non-Eu foreign citizens allowed to sojourn in Italy, are allowed to use the above mentioned declarations/documents if they are related to international agreements between Italy and the country of origin of the applicant. The non-Eu foreign citizens who cannot use the above mentioned declarations and documents, must provide the hard copies of the such papers, once they are nominated.

Information and clarifications

Further information/details or clarifications concerning the submission procedure of the application will be provided by the Comparative Evaluations, Organization, Economical and Social Security Treatments Office by phone 011-090.6052/6047/6064/5975 and by e-mail (ruo.valutazionicomparative@polito.it) or during the office hours:

Monday-Thursday from 9.00 to 12.00 a.m and from 2.00 to 4.00 p.m Friday from 9.00 to 12.00 p.m

If you need support with technical problems, you can send an e-mail to servizio.intranet.swa@polito.it by specifying the username used for the registration in the online procedure.

Art. 5

Exclusion from the selection procedure

The exclusion from the selection procedure is applied through a decree of the Rector and notified to the applicant.



**Art. 6
Withdrawal of the applicant: procedure**

If a applicant withdrawals from the selection procedure, he/she has to send an official document by fax (011-090.5919) or by certified e-mail to the address politecnicoditoriono@pec.polito.it, by enclosing the copy of a valid identity document to the Human Resources Organization, Economical and Social security Treatments Area-Overall Comparative Evaluations Office (Annex A)

**Art. 7
Selection Procedure Responsibility**

The person responsible for the procedure is Mrs Francesca MANFRONI-Human Resource, Organization, Economical ad social security treatments Area-Academic staff and researchers/Overall Comparative Evaluations office.

**Art. 8
Judging Commissions**

Constitution and appointment

The Commission is composed by three high qualified full professors or foreign professors with an equal level academic position. Among these professors, at least two do not belong to the Politecnico personnel or to another university personnel.

The Judging Commissions are appointed by decree of the Rector and published in the official register and on the following university website
http://www.swas.polito.it/services/concorsi/240.asp?id_documento_padre=104106

If changes in the position covered by the applicant in the university of origin have occurred the after the appointment, the quality of a member of the Judging board cannot be considered undermined.

Notification of incompatibilities and anomalies

It is possible to address to the Rector notifications of incompatibilities and anomalies through the Comparative Overall Evaluations which will be evaluated by a specific commission appointed by the Rector.

Participation in the Commission

The member of the Commission are obliged to participate in the work of the Commission, except justified and documented cases and circumstances beyond control.

If the members of the commission do not participate in the Commission, once the Rector verified it, the Commission itself is dissolved.

If a member of the Commission refuses the appointment or resigns for sudden difficulties, these cases must be properly motivated and documented and they are put into effect only after an acceptance decree by the Rector.



Art. 9 Selection procedure

The selection procedure will be based on the following steps:

a) definition of the evaluation criteria, according to what it is include in art.10;
b) individual and joint judgements: the Commission expresses individual and joint judgements, within the following five fields, according to what it is included in the art.10:

1. Scientific Activity
2. Coordination of research and technical transfer groups and projects.
3. National and international Reputation and supporting activity for the scientific community
4. Teaching activity
5. Institutional offices and roles at Italian and Foreign universities and/or public and private institutions with scientific and/or technological transfer aims

c) Identification on the most qualified applicants, on the basis of the defined criteria and of the expressed judgements.

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Art. 11 Verification of regularity of acts

In accordance to art. 8 paragraphs 4.5 of the Presidential Decree. n. 177/2012 and subsequent changes, the Rector verifies the regularity of the acts within 30 days from the submission of the documents by the Commission.

If the verification is positive, the Rector approves the Commission acts through his decree where he declares the name of the selected applicant/applicants.

If after the verification, faults are identified, in case they can be rectified, the Rector resend the acts to the Commission by his decree and indicate a deadline for their regularization.

If the observed faults cannot be rectified, the Rector does not approve the commission acts and appoints a new Commission by his decree.

If after the verification, faults referring to obvious falseness, discrepancy and illogicality in the Commission acts are identified , the Rector proceeds with the verification of such acts by a specific and proper investigation.

In this case, the verification procedure can end within the subsequent 30 days.

If these faults are not verified and cannot be rectified, the Rector does not approve the Commission acts and proceeds to appoint a new Commission.

Art. 12 Call of the selected applicant

Within 60 days from the date in which the acts are approved by the Rector, the Department proposes to the Board of Governors the call of the applicant/applicants selected by the Commission.

Once the Departments propose the call of the applicant, they commit themselves, if necessary, to assign the applicants the year teaching tasks load, also in disciplines, for which it emerges their expertise, after an objective analysis of the Cv. These disciplines may not be included in the Field to which the applicants refer. Furthermore, the Departments commit themselves to ask the Rector to decide on the called applicants'



DEADLINE NOVEMBER 20 2014

teaching activity, if it is not possible to assign the complete teaching tasks load in the field of the applicants' course catalogues.

The corresponding proposal decision is adopted with positive vote of the absolute majority of the Permanent and Associate professors.

The Department decides to call or not the applicants selected by the Commission. Subsequently, the Board of Governors decides to approve or not the proposals of the Department within 4 months from the approval of the acts by the Rector.

If the Department does not take action, the Board of Governors decides on the call of the applicant/applicants selected by the Commission.

Art. 13 Official appointment

The appointment is made official by a decree of the Rector, after having verified the necessary financial resources and that all the law regulations for the university recruitment have been respected. The appointed professor will be invited to submit to the Politecnico di Torino the *dichiarazioni sostitutive* and or the required documents according to the law in force within 30 days from the date the applicant is hired.

Art. 14 Rights and duties - Economical and Social Security Treatment

The rights and duties for academic are ruled according to the corresponding Italian law in force.

The economic and social security treatment are ruled by the corresponding Italian law in force.

The economic and legal treatment due to the appointed professor is ruled by the corresponding Italian law in force.

Art. 15 Treatment of personal data

With reference to the regulations expressed by the decree n. 196/2003, concerning the personal data treatment, the data provided by the applicants will be protected in accordance with the mentioned law and to the confidentiality obligations, as far as the selection procedure is concerned.

Art. 16 Reference to the Italian law in force

The Italian law in force which rules Public notices of competition are in compliance with this notice, even though it is not explicit in the notice itself.

The text of the notice, once it is published in the official in the Official Gazette, will be inserted in the official Register, as well and available through the following Politecnico website http://www.swas.polito.it/services/concorsi/240.asp?id_documento_padre=104106

The notice of competition can be accessible through:

- On the MiUR (Ministry of Education and Research) website <http://bandi.miur.it/>
- On the European Union website <http://ec.europa.eu/euraxess/>

Turin, October 8 2014

**The RECTOR
(Prof. Marco GILLI)
f.to Marco GILLI**